



DEPARTMENT OF HEALTH AND HUMAN SERVICES

## NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.*

**DIRECT HIRE AUTHORITY** – These vacancies are being filled through Office of Personnel Management's delegated Direct Hire Authority (DHA). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veteran's preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

**WHO MAY APPLY:** Your resume will be included in the inventory of candidates established for consideration for current and/or future job vacancies. You will be considered for those vacancies that match your desired geographic locations, skills, and other preferences.

This notice is issued under the direct-hire authority to recruit new talent to occupations for which the Department of Health and Human Services has a severe shortage of candidates or a critical hiring need. As such, this notice is targeted to who are **qualified United States citizens and are not current permanent Federal employees, have had previous Federal Service, and USPHS Commissioned Officers.** For those with current civil service status or have reinstatement eligibility, must apply to vacancy announcements posted through the local Human Resources Department and are not eligible for a Direct Hire Authority (DHA) appointment.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

This position is subject to provisions of the Interagency Career Transition Assistance Plan Program (ICTAP) and Career Transition Assistance Program (CTAP).

### **VACANCY ANNOUNCEMENT**

NAO-10-DHA-K

### **OPENING DATE**

10-30-09

### **CLOSING DATE**

OPEN CONTINUOUS

### **POSITION**

PHARMACIST

### **GRADE AND SALARY**

GS-660-09, \*\$60,953 - \$73,418 PER ANNUM

GS-660-11, \*\$67,047 - \$82,131 PER ANNUM

GS-660-12, \*\$76,346 - \$94,427 PER ANNUM

\*SPECIAL SALARY RATES AUTHORIZED UNDER 5 USC 5305

### **LOCATIONS AND DUTY STATIONS**

Comprehensive Health Care Facility & Clinic, Chinle, Arizona

PHS Indian Hospital, Fort Defiance, Arizona

PHS Indian Health Center & Clinic, Kayenta, Arizona

Crownpoint Health Care Facility, Crownpoint, New Mexico

Gallup Indian Medical Center & Clinic, Gallup, New Mexico

Northern Navajo Medical Center & Clinic, Shiprock, New Mexico

(NOTE: Government Housing may be available at most locations)

Other additional compensation which a pharmacist may be eligible for are Recruitment Incentive (maximum of 25% of base pay); Relocation Incentive (maximum of 25% of base pay); Initial or Renewal of Retention Incentive (maximum of 25% of base pay when necessary); Appointment-above-the-minimum; Creditable Service based on Non-Federal experience for Annual Leave Accrual; Travel and relocation at government expense to duty station.

**PROMOTION POTENTIAL:** Positions may be filled at one of the grade levels listed above. Depending on the location and type of appointment, some permanent positions have promotion potential to the GS-11 or GS-12.

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**TRAVEL:** Travel to be paid in accordance with Federal Travel Regulations.

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**DUTIES:** Incumbent selects, procures, prepares and dispenses only those medications that conform to standards of quality for potency, purity, and effectiveness at the time they are administered to or used by the patients. Counsels patients on safe and effective use, including compliance, of the prescribed medications. Packages, manufactures, and compounds product, including unit dose and intravenous additives, that are not commercially available. Routinely inspects all drug storage places to insure proper storage conditions and security. Reviews inpatient and outpatient medical records for safety, appropriateness and effectiveness of drug therapy. Plans, reviews and maintains emergency drugs for emergency situations. Checks emergency drugs at nursing stations, emergency room, and field clinics on a routine basis. As inpatient pharmacist, makes patient rounds with physicians as a therapeutic advisor, fill unit dose medication system, admixtures IV solutions, including those for patients on hyperalimentation.

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**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**BASIC REQUIREMENTS:** *EDUCATION:* Four-year bachelors degree in pharmacy recognized by the American Council on Pharmaceutical Education.

**LICENSURE:** Applicants must meet one of the following:

1. Be currently licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia. OR
2. Individuals graduating from approved schools of pharmacy within the last 12 months may be appointed pending licensure/registration. Such appointments may not exceed six months without the employee obtaining licensure/registration. Applicants who do not obtain their license by the end of the six months will no longer be eligible for the position and will be separated from Federal Service.

**ADDITIONAL REQUIREMENTS FOR GS-9 AND ABOVE:** *For GS-9:* Successful completion of a 5-year course of study leading to a bachelor's or higher degree in pharmacy from an approved pharmacy school, or 1 year of professional pharmacy experience equivalent to at least GS-7. *For GS-11:* Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-9. *For GS-12:* One year of professional pharmacy experience equivalent to at least GS-11.

**MEDICAL REQUIREMENTS:** Applicants must be able to distinguish shades of color.

Graduate education may be substituted for experience in accordance with the OPM Qualification Standards for General Schedule positions.

**SELECTIVE PLACEMENT FACTOR:** Pharmacists must possess and maintain a current valid, pharmacy license in a State. Applicants, who graduated from an approved school of pharmacy within the last 12 months, must meet this requirement within six months of employment.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision.

- Ability to assign to and review work of subordinates, train and work effectively with subordinate from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet qualification requirements by date certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirements - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area office position, which requires regular work at a Service Unit.

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**NOTE: "Declaration for Federal Employment" (OF-306) and Addendum (Child Care & Indian Child Care Worker Positions).** Both forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

***"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"***

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to analyze, investigate and solve problems.
2. Ability to plan, organize work and set priorities.
3. Ability to meet and communicate with a variety of individuals.
4. Ability to optimize medication regimen.
5. Ability and skill in using various office automation equipment.

**HOW & WHERE TO APPLY:** All applicants must submit the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, AZ 86515.

1. Applicants may use one of the following to apply: (1) OF-612, Optional Application for Federal Employment; or (2) Resume (See requirements below).
2. Copy of current unrestricted Pharmacist License.
3. Official transcripts.
4. OF-306, Declaration for Federal Employment
5. Completed P.L. 101-630 Questionnaire (Child Care Form).
6. Complete Work Location Availability form.
7. Written responses to the Knowledge, Skills and Abilities (KSA).

**\* INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. High school - Name, City, State (zip code if known), and date of Diploma or GED.
6. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). (Attach Transcripts);
7. Work Experience (paid and nonpaid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month/year), Hours/Week, and Salary.
8. Indicate if we may contact your current Supervisor;
9. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**FOR MORE INFORMATION CONTACT:** Angela Segay, HR Specialist, 928-871-1421

**NOTE:** Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Education, Training and/or Experience.

**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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Angela Segay  
Human Resources Clearance

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10/29/2009  
Date

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER--NAO-10-DHA-K. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**PHARMACIST, GS-660-9/11/12**

1. **ABILITY TO ANALYZE, INVESTIGATE AND SOLVE PROBLEMS.** This is the ability to research, extract, understand, correctly interpret and apply health care data from multiple sources. This would include the ability to organize factual information and to interpret and evaluate it in a logical manner in order to arrive at objective, supportable conclusions or recommendations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO PLAN, ORGANIZE WORK AND SET PRIORITIES.** This is the ability to plan, organize and prioritize work assignments to meet deadlines. This includes the ability to perform multiple procedures simultaneously often with no assistance and to make independent decisions. Continuously re-assesses workload to re-prioritize as needed. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO MEET AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS.** This is the ability to be persuasive in gaining the confidence and cooperation of others and the ability to exercise tact, diplomacy and mature judgment in meeting and dealing effectively with individuals. This includes the ability to establish effective working relationships or achieve desired goals in dealing with colleagues and other healthcare professionals for purposes of providing quality health care to patients. Utilizes appropriate communication skills to overcome language and cultural barriers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO OPTIMIZE MEDICATION REGIMEN.** This is the ability to review the patient's complete medical record to gather information, identify opportunities for improvement in patients' medication regimen, implement modifications in regimens and monitor outcomes. Assure the appropriateness of drug therapy, optimize patient outcomes and utilize resources efficiently. What in background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **ABILITY AND SKILL IN USING VARIOUS OFFICE AUTOMATION EQUIPMENT.** This is the ability and skill in utilizing various office automation equipment and related software to complete work assignments in an efficient manner to maximize resources. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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### **CERTIFICATION**

I CERTIFY that all of the statement made in the above questionnaire are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

Date